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**From:** Kandil, Shereen [Kandil.Shereen@epa.gov]  
**Sent:** 6/3/2020 5:59:03 PM  
**To:** Smeraldi, Josh [Smeraldi.Josh@epa.gov]  
**CC:** Sivak, Michael [Sivak.Michael@epa.gov]; Kandil, Shereen [Kandil.Shereen@epa.gov]  
**Subject:** Riverside Proposed Plan needs

Thanks for hopping on a call today. To summarize our conversation, the following components need to happen to release the Riverside Proposed Plan with responsibilities and rough timeline. I hope I covered everything. Thank you!! – Shereen

- Revised FS due on 6/8
- FS and Proposed Plan finalized by early July
  - Public meeting (mid-July)
    - **Josh** to decide on live or pre-recorded meeting
    - **Shereen** to plan for public meeting and ask about lead time for captioning and translating the presentation
  - Factsheet
    - **Shereen** to draft (first draft due 6/5)
    - **Josh** to provide details on Proposed Plan (due when proposed plan is available)
    - **Shereen** to finalize, get approvals, get it translated into Spanish
  - Presentation (due date to be determined)
    - **Josh** to draft
    - **Shereen** to review and get it translated into Spanish
  - Display ad (day of the release of the Proposed Plan)
    - **Shereen** to draft
    - **Josh** to review and add Proposed Plan information
    - **Shereen** to get it translated into Spanish
    - **WSP** to place ad in a local paper and a Spanish language paper
  - Proposed plan (early July)
    - **Josh** to finalize
    - **Shereen** to get it translated into Spanish
  - Press Release (when Proposed Plan is issued)
    - **Elias** to draft (and will work with SEMD and ORC to finalize)
  - Notifications
    - **Carsen** to send to Congressional and State elected officials (when the Press Release is issued)
    - **Shereen** to send to local elected officials: mayor, councilmembers (when the Press Release is issued)
  - SPP update (ongoing)
    - **Josh** to update with Administrative Record documents (Proposed Plan, etc)
    - **Shereen** to update with public meeting information and updated factsheet

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**Shereen Kandil**

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